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## C-A OPERATIONS PROCEDURES MANUAL

### ATTACHMENT

#### 9.1.9.b Procedure for Entering and Maintaining Data in Beam Fault Studies Logbooks

Text page 2

C-A-OPM Procedures in which this Attachment is used.		
9.1.9		

#### Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: \_\_\_\_\_ **Signature On File** \_\_\_\_\_  
 Collider-Accelerator Department Chairman Date

D. Beavis

## **Procedures for Entering and Maintaining data in Beam Fault Studies Logbooks**

1. Fault study logbooks will remain in the Main Control Room (MCR) area; they may be removed with permission of the MCR Operations Coordinator.
2. All data from the fault study will be entered in the appropriate fault study logbook and will follow the format as outlined below:
  - a. Data from previous measurements may be included in the fault study record with proper reference as to its origin.
  - b. All handwritten entries are to be made in dark ink to permit legible copies.
  - c. Corrections are to be made with one line (strike through) and initialed. (No “white-out”; original entry still legible).
  - d. Strike through blank pages.
  - e. Copies may be made of the information contained in these fault studies logbooks.